

To: Members. Finance Plan Independent Review Panel
From: Kate Hansel, Assistant Director, CBDA
Date: November 4, 2003
Re: Meeting Procedures/Ground Rules

Attached please find proposed meeting procedures and ground rules. This document provides an overview of the meeting process, summarizes participants' roles and highlights opportunities for public comment during the Panel deliberations. We will review these proposed procedures at the start of the Panel meeting.

**CALIFORNIA BAY-DELTA AUTHORITY
FINANCE PLAN INDEPENDENT REVIEW PANEL**

**Tuesday, November 18, 2003
9:00 AM to 4:30 PM
Sacramento, CA
(Exact venue to be determined)**

MEETING PROCEDURES/GROUND RULES

Participation and Roles

- 1) Participants in the initial meeting of the Finance Plan Independent Review Panel include:
 - Independent panelists;
 - Ad Hoc Work Group members;
 - Federal and state agency staff;
 - General public; and,
 - Authority staff and consultants
- 2) The primary intent of the initial meeting is to provide panelists an opportunity to review and comment on the Authority's proposed approach to developing a Finance Plan. Though panelists are intended to be the primary discussants, Ad Hoc Work Group members, Agency staff and then the general public will be invited to comment on draft materials and provide additional perspectives for the Panel to consider during its deliberations.
- 3) Panel Chair David Dowall, Authority staff and consultants will be responsible for guiding and moderating the discussion, as well as summarizing Panel discussions and public comments at various points throughout the day. (CONCUR, Inc. is the lead consultant assisting in meeting facilitation.)
- 4) During the public comment portions of the meeting, CONCUR will take comments in the order speakers request to be recognized. A three-minute time limit on comments and questions will be observed. Speakers will be encouraged to organize their thoughts in writing and to be as concise as possible.

Agenda and Meeting Structure

- 1) The agenda begins with a welcome, introduction of panelists and a brief review of the process to be used in structuring the meeting. This is to be followed by brief background on both the California Bay-Delta Program and the Authority's Finance Plan.

- 2) Next, Authority staff will present an overview of the Independent Review Panel's proposed purpose and focus. Panelists and other participants will be given an opportunity to comment on and pose questions following this presentation.
- 3) The main portion of the agenda has been structured to review the Framework and Issues Report (and associated materials) intended to guide the Authority's subsequent development of a Finance Plan Options Report. In reviewing and discussing these materials, the Panel will be asked to center its discussions on the following general questions:
 - Are the issues fully and fairly described in the Framework and Issues Report? Are there additional issues to be considered?
 - Is the Technical Approach outlined in the Framework and Issues Report adequate and effective to guide the development of long-term finance options? Are there specific changes that can be made to strengthen the approach?
 - What additional information, research and other preparation is necessary to inform either: (1) the Authority's development of an Options Report; or, (2) the Panel's future deliberations?
- 4) The review of each topic will begin with a background presentation by the Authority staff and consultants to set the context for each discussion topic. Following this overview, panelists will be invited to pose questions and offer comments. After an initial discussion among panelists, Ad Hoc Work Group members will be asked to offer comments and questions. This will be followed by comments from Agency staff and the general public. Finally, panelists will be asked to offer any final observations.
- 5) At the end of each discussion item, Authority staff and consultants will synthesize the results, with particular emphasis on the following items:
 - Summarizing primary themes;
 - Identifying recommended revisions/elaborations; and,
 - Noting additional data gathering and other preparation needs necessary to support the Panel's deliberations.
- 5) Following the full-group discussions, the Panel will meet separately in a brief sidebar to consider the deliberations and prepare, as appropriate, consolidated feedback to the Authority. Only panelists will participate in this discussion. The Panel will report back all substantive comments and recommendations to meeting participants.
- 6) The meeting will conclude with an overall meeting synthesis by the Panel chair and Authority staff and consultants, as well as a consideration of Panel next steps.

Meeting Summary

- 1) CONCUR will be responsible for preparing a report to summarize meeting results. The Summary Report is envisioned as a synthesis of the discussion; it is not intended to be a transcript. A 5-10 page document is envisioned.
- 2) Independent Review Panelists will have an opportunity to review and revise the draft Summary Report in late November.
- 3) The Summary Report will be completed by early December for subsequent presentation and discussion at the December 11, 2003, joint meeting of the Bay-Delta Authority and Bay-Delta Public Advisory Committee.
- 4) The Summary Report also will be posted on the Authority's web site.
- 5) Subsequent Panel meetings are expected to be held in February and April 2004.